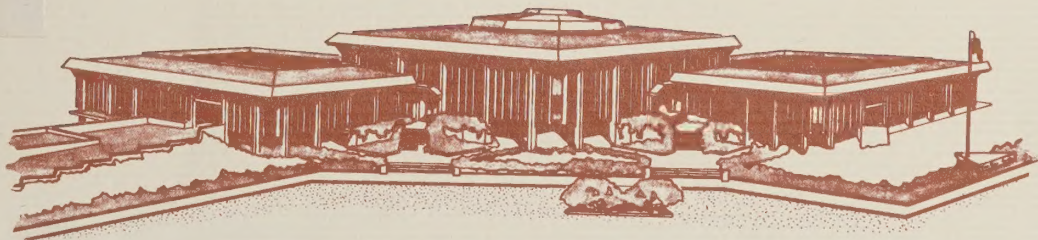


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## SECTION I

# PART I DEVELOPMENT OF AMERICAN CITY GOVERNMENT

You live in a city, and chances are good that you were born, or raised in a city. At the turn of the century that statement wouldn't have been true, but within the last 50 years the population has shifted from the farms to the cities. With that population shift, that concentration of people into the limited areas of cities, have come the problems that we are all familiar with: overcrowding, pollution, civil unrest. This booklet will explain how that shift in population came about, how American cities developed, and how your city is structured to meet the needs of the people.

Today we demand more from our cities than at any time in our history. Local government has taken on more of the burden of running the day to day affairs that effect the lives of each of us. Because local government, with its responsibilities and perogatives, has become so important there is a critical need for accurate information concerning that government. With that information comes knowledge, and through knowledge comes the ability to actively participate in local governmental affairs . . . participation that is more important to the welfare of the cities and their people and than any other time in our history.

Local government in the United States has inherited traditions in Western Civilization that date back to the beginnings of ordered society when man first realized self-government brought a sense of common interest and common duty to the individual. These traditions were molded and refined in the Grecian city states, tested under Roman governors in Western Europe and further modified in the Middle Ages under the feudal lords. Throughout this time the concept of what government was, and the individuals role in that government was changed and modified, and eventually led to "true democracy" in the Colonial "town



meetings.” Where government was run by the simple majority of everyone in the township.

The earliest societies recognized that efficient and honest government was vital to the individuals’ well-being. In order to achieve the goal of efficient and honest government the Greeks were the first to struggle with the problems of citizen participation and the optimum population and size of a city. Plato and Aristotle examined political power, the role of the citizen, and the best means for governing a city. These ideas were used in England by John Locke (1632-1704) who developed the theory that the true role of government was to protect the individual and his property and that when the government failed to provide this protection each man had the right to support a change in the form of government.

The French philosopher, de Montesquieu (1689-1755), expanded on Locke’s theory and emphasized the need for a separation of governmental powers between the legislatures, and executive, and the judiciary to protect individual liberty. According to this philosophy, the executive branch should be under the direction of an individual who carries out the will of the legislatures. Thomas Jefferson and his contemporaries reviewed 2000 years of political philosophy in writing the Constitution and the influence of Locke, de Montesquieu, and the Greek philosophers is evident in our Constitution.

The early efforts of the “good government” groups matured into a solid program of reform to achieve economy and efficiency throughout government. Politicians found that “good government was good politics.” New York, Massachusetts, and the Federal Government adopted merit system laws in 1883 and started a drive for professionalism in government. This was the first time that the need for career public employees had been officially recognized in the United States.

After winning independence from Great Britain there was a natural reaction against British institutions in this country. England had relied upon a strong governor of each colony and had shown little concern for representative government. The former colonies reacted against this by severely limiting the power of the governor in the new state constitutions and granted state legislatures the power to choose state officials, in-

cluding the judiciary and the governor, and to completely dominate local government.

Cities also reflected the prevailing opposition to a strong executive, and the city council, rather than the mayor, exercised virtually all the limited powers granted to them by the state legislature. It was common practice for state legislatures to pass special laws guiding the activities of every city in the state. Cities were of little importance in the predominantly agricultural economy of the United States. The twenty-four cities in the new "United States" contained 100,000 people, only three percent of the nation's population. Even Thomas Jefferson, the "father of the Constitution" believed the "good citizen" would live on a farm or plantation, learning to be responsible as he learned to be self-sufficient.

The Jeffersonian philosophy, with its distrust of the mobs that might gain control of the government of a large city, was widely accepted until Jefferson himself recognized that the trend of increasing urbanization could also produce good citizens who were not property owners. Jefferson's early fears were based on the idea that any person not owning property would have little interest in preserving an existing government and consequently could be easily swayed by anyone seeking to overthrow the established order.

Early Congressional protection of the young industries accompanied by added demands for goods created by the war of 1812 with England, provided a favorable climate for industrial development and foreign trade. The rise of manufacturing hastened the growth of industrial centers in the Northeast and port cities along the entire Atlantic seaboard. By the time James Monroe left office in 1825, it was generally accepted the United States had outgrown the early Jeffersonian theories of the "good citizen farmer", and distrust of urban "mobs". This acceptance of the "common man" paved the way for the triumph of Andrew Jackson, the first president elected by a substantial proportion of the population. The new western states with their more liberal voting qualifications were becoming a political force of considerable proportions.

Jacksonian government was based upon an optimistic frontier theory that any man was the equal of

his neighbor when voting or holding public office, and Jacksonian government became government by the "common man". Universal manhood suffrage provisions were written into the new state constitutions and older states' constitutions were amended to keep pace with the West. Soon elections were held for virtually all public offices, resulting in the unique American phenomenon of the "long ballot". Jacksonians advocated short terms for public officials in order to guarantee continued popular control of government. To the Jacksonians, government seemed so simple that all citizens could hold office and should have the opportunity to do so.

While the "common man" was beginning to understand the power of his vote, the state legislators were busily abusing the great freedoms entrusted to them by their state constitutions. As time passed, more restrictive constitutional provisions were adopted and, following in the federal tradition of checks and balances, governors were given more authority. This change in thinking, however, did not yet apply to cities: the mayor remained a figurehead, and the city councils were still required to have most of their activities approved by the state legislatures.

Both Jefferson and Jackson had based their philosophies upon a predominantly agricultural society. No longer could a political philosophy ignore the growing urban centers and the ability of skillful politicians to capture the vote of uninformed citizens. The growing complexity of the economy and government provided many opportunities for subordination of the government to private interests, and the closing years of the Nineteenth Century brought a flurry of activity by reformers to halt the growing dominance of city political and private interest "machines".

Election reform was highlighted by the adoption of the "secret ballot". Substantial minorities were given a voice in their government wherever proportional representation was approved. The judicial system was greatly improved when it was suggested that judges should not be required to campaign for their posts but should be appointed and at certain intervals run for re-election based upon their past record. The more



easily understood "short ballot" replaced the confusing "long ballot" while reformers fought for non-partisan local elections.

## SECTION I

# PART II DEVELOPMENT OF CITY GOVERNMENT IN CALIFORNIA

The establishment of missions heralded the beginning of local government in California. Spanish and Mexican rulers provided only a few local government functions and administered them from far away, and the concept of local citizen control did not play an important role. After the gold rush and the admission of California into the Union in 1850, the citizenry sought to establish the existing towns under American law. As a result, in 1851 the State Legislature created twelve cities and through a series of special acts determined the type of government, the method of choosing officials, and the powers to be exercised in each city.

The authority of the legislature over the new cities was complete. The legislators, however, often went too far in directing local affairs. During the first years of statehood the legislature often repealed a statute providing government for a city and substituted a new law creating a new government for the city. As a result, demands for a constitutional convention were increased, and when the delegates arrived at the convention in Sacramento in 1878 they were particularly insistent on restricting the powers which the Legislature has exercised over local communities.

The new State Constitution adopted by the voters following the Constitutional convention entrusted the convention delegates to establish limitations upon the legislative powers to influence local government.

Spurred by the achievements of reform movements in other states, a number of organizations joined forces to create the Progressive Party in California, supported primarily by the new urban areas. Hiram Johnson's election to the governorship in 1910 and the actions of the "reform" legislatures of 1911 and 1913 led to the passage of important reform legislation. The busy "reform" legislatures included among their many changes laws recognizing municipal and county home rule. Non-partisanship in local government elections as well as in school board and judicial contests was required. Initiative and referendum procedures were provided on a statewide basis, and provisions permitting the recall of elected officials were instituted throughout the state.

By granting municipalities a broad range of self-governing powers in the Constitution, California became one of the first states to permit local home rule. The delegates to the 1878 Constitutional Convention, and later the Progressives, had firmly established that state laws affecting local government should be restricted to matters of a truly statewide concern, matters of health and safety that needed to be uniform throughout the whole state. At the same time it was argued that state control should not extend to matters which affected only a single community or a few communities. The communities wanted the freedom to debate and decide local matters.

As a result of California's tremendous growth and the movement of people to cities, our communities border on one another so thickly in some places that only a street sign will define where one city ends and another begins. At the same time, city and state responsibilities are becoming more difficult to distinguish. While a complete separation of state and local functions has never existed, court interpretations of what is "municipal" and what is "statewide" have narrowed and blurred former differences. Today, matters of local interest are more closely related to matters of statewide interest and all levels of government work together constantly.



## SECTION I

# PART III CREATING A CITY

## INCORPORATION

When citizens wish to incorporate a city government, they follow procedures specified in the general laws of the State of California. After first determining that at least 500 persons live within the area proposed for incorporation (500 registered voters in a county of more than 2,000,000 population), a petition is circulated to secure the signatures of at least 25 percent of the property owners, representing at least 25 percent of the assessed value of the land in the area. Those seeking to create a new city must then secure the approval of the local Agency Formation Commission.

The County Board of Supervisors holds a hearing on the proposal and establishes the boundaries of the area in which the incorporation election will be held. If the election is successful, the Board declares the area incorporated, gives it the name suggested by the proponents or favored by the electors, and declares the persons receiving the highest number of votes elected to office. When copy of the incorporation order is filed with the office of the Secretary of State, the incorporation is complete.

The area remains a city unless its citizens in the future vote to abolish the city or consolidate with some other city. The laws of this state on incorporation of cities, annexation procedures, and other types of boundary changes are extremely complex. Efforts are under way to simplify the laws as much as possible.

## GENERAL LAW OR CHARTER

The arbitrary treatment the cities received at the hands of the Legislature was no longer expected after adoption of the Constitution of 1879, and to a large extent legislative power over cities was minimized. The passage of general laws for cities, generally classed according to population as indicated by the State Constitution, did not, however, conceal, the fact each of the large cities in California were individually classified. Most of the small cities were in the sixth class.

Finally, in 1955, the Legislature abolished the various numbered classes altogether and stated that "cities organized under the general law shall be "general law cities". All cities so organized have been treated equally under the law since then. The Government Code, passed by the State Legislature, grants to general law cities considerable freedom to conduct local activities. A city may also ask for a special grant of power from the state through the use of a charter and any city of more than 3500 population can adopt its own charter by a majority vote in a city election.

## GENERAL LAW CITIES

Many cities have found the general law form of organization to be the most attractive alternative. Since the law is ultimately interpreted by the courts in case of controversy, the many years of experience with the statewide standard provisions of general laws make it easier to know what can or cannot legally be done in this type of city. Since cities may perform many functions — and there are numerous ways of

carrying out these functions – the state law today provides nearly every power which the community would otherwise wish to exercise under a charter form of government.

## CHARTER CITIES

The city charter began as a specific grant of authority from the State Constitution to a city to carry out whatever powers were listed in the charter document. It provided the city with a considerably freer hand in managing municipal affairs, at a time when the powers available to non-charter cities had not yet been fully developed.

The charter became an even greater source of local authority in 1914. At this time an amendment to the State Constitution was passed which provided that any municipality governed by a charter could make and enforce all laws and regulations in respect to municipal affairs, subject only to the restrictions and limitations provided in the charter, and further provided that in other matters the municipality would be subject to general laws.

The city charter today remains a full grant of power to the city from the State Constitution to carry on whatever the provisions of the charter would permit in terms of “municipal affairs”. These powers are limited only by the State Constitution and by those state laws which the courts interpret to be matters of statewide concern. Although general law cities now have nearly equal powers, charters enable cities with special needs to tailor fit their rules and organization to provide for unique situations. Of California’s cities, 71 have charters.



## CITY ORGANIZATION

Mayor-Council, Strong Mayor-Council, Council-Manager and Commission are the four broad classifications of municipal government in the United States. In general-law cities in California only the mayor-council and the council-manager plans are legal organizational structures for cities; and while charter cities may also have the commission form, the last commission form of government in a charter city was in Fresno which now has a council-manager plan. The strong mayor-council plan is permissible only in charter cities.

### COMMISSION FORM

While cities are no longer directed by commission in this state, it is important to understand why this form of government, so popular until the end of World War I, has been displaced by the council-manager plan and the mayor-council plan.

The commission form was a milestone in the development of local government in the United States. When the Governor of Texas appointed a commission to run the affairs of Galveston after a disastrous flood in 1901, it was the first step away from the prevailing form of government which had so many elective officers. The ballot was shortened to include only the names of the commissioners, and this new "short ballot" is credited for lending strength to the movement away from partisan local elections. The common practice of voting for a large council and heads of the various departments was abandoned by many cities throughout the country following the creation of the "short ballot".

A problem with the commission form was that while each member voted on all city matters, he was also executive head of a certain department. This resulted in rivalry between commissioners frequent

lack of cooperation between their departments. City programs might also depend upon the elected commissioners who often had no particular management skills and were frequently available only on a part-time basis.

## **MAYOR-COUNCIL FORM**

The Mayor-Council form of organization, the mayor and council are the primary elected officers, chosen to determine the city policies governing the services and facilities provided to citizens.

Five or more council members are chosen by the voters for four-year terms. In some cities the voters choose the mayor separately, while in many the council selects the mayor from its own membership. When the mayor is not called upon to serve as executive head of the city departments, the government is known as a “weak-mayor” or “strong-council” system; and the council as a whole deals with each of the city’s departments.

## **STRONG MAYOR-COUNCIL FORM**

When the mayor, in addition to offering political leadership to the city council, serves as executive and administrative head of the government, the system is referred to as the “strong-mayor” form. The mayor is expected to insure that the approved departmental programs are properly carried out.

The strong mayor-council form is found primarily in large cities. For example with some modification, both Los Angeles and San Francisco utilize this form of organization.

## COUNCIL-MANAGER FORM

While the mayor-council form tended to centralize the administrative process, there still was no method of insuring that the mayor and council would come to office with the necessary administrative skills and training and additionally, have the time required to carry out their administrative responsibilities. To counter these problems, Staunton, Virginia, appointed a general manager to oversee the daily operations of the city. This idea was refined by the National Municipal League, and in 1912 Sumter, South Carolina, became the first city in the United States to adopt the council-manager plan. Today over 2000 cities in the United States, as well as over 1700 communities in Norway, Finland, Sweden, Germany, and Ireland have adopted the council-manager plan.

Under the council-manager form, the city council remains the policy-making body of the city. It enacts the laws, votes appropriations, and provides direction for the city manager. As an appointed professional administrator, the manager is made responsible for seeing that the council's policies are carried out. There are variations in the amount of authority granted to the manager, but in most cities he is given a complete administrative responsibility and the corresponding authority to manage the day-to-day operations of the city government.

NOTE: This handbook on local government in Daly City was prepared by the Office of the City Manager of Daly City. Special thanks is given to the League of California Cities for information supplied through their booklet, *"Cities of California"*.



## SECTION II

# PART I HISTORY AND INCORPORATION OF DALY CITY

The story of Daly City really began with the tragic earthquake and fire which destroyed a major part of San Francisco in April of 1906. People across the nation were concerned for the future of San Francisco; but for the 300,000 homeless citizens gathered in the city's public squares and parks, food and shelter were their immediate concerns. Emergency shelters and soup kitchens were overcrowded, and many of the unfortunate victims headed across the Bay to find refuge with relatives and friends in the Oakland area. Others turned south down Old Mission Road toward the Peninsula, some of them setting up camps on the slopes of a dairy farm owned by John D. Daly.

Daly City at that time was known as Vista Grande, a small town of 50 inhabitants whose chief claim to fame was gambling of dogs and prize-fighting. Most of the permanent inhabitants were engaged in hog ranching, dairy farming, and cabbage and potato growing.

By 1907 the refugee camp began to take on an air of permanence. Of course, many of the families still lived in tents, but there were also some 150 shacks and 20 homes. Some of the homes built at this time still stand.

The community's first public group, the Vista Grande Improvement Club, was formed in 1906. The second group organized was the Volunteer Fire Company. There were 30 men in the Volunteer Fire Department, and although it acted as both a business and social organization it served a critical need in a community of wooden structures which were lighted by candles.

As the refugees continued to pour in, the meager facilities of Daly's Hill were soon overtaxed. Community leaders, John Daly among them, moved to have the area incorporated as a means of overcoming the growing problems. An election for incorporation was held on March 18, 1911, with 138 votes being cast for incorporation and 136 votes being cast against it. With the filing of the necessary papers on March 22, 1911, the community joined the ranks of California cities under the name of Daly City.

Although the man after whom the city was named had befriended the refugees upon their arrival and continued his interest in their welfare, many of the residents argued that it would be more appropriate to continue to call the city by the established title of Vista Grande. At a special election the name Daly City was retained, and John Daly was so pleased that he personally delivered a flower to each woman in the city.

The new city's first public meetings were held in a building now located across Mission street from the War Memorial Community Center. The first City Hall was built in 1912 on the Wellington Avenue site.

In 1913 the first capital improvement program got under way with the passage of a \$100,000 bond issue to construct a water system and to buy out three small water companies. In 1914 a second bond issue of \$45,000 was approved. A short time later the city acquired its first library as a contribution from John Daly.

By this time, the community boasted two schools, two churches, two weekly newspapers, two improvement clubs, five fraternal organizations, and enough saloons (there were five in one block) to insure that no resident so inclined would have to travel far between drinks. It was during this period that Daly City distinguished itself by being the first California city to impanel an all-women jury, and it was called to order almost immediately after the women's suffrage bill was passed by Congress.

During these early free-rolling years, Daly City bore the brunt of many a San Francisco comedian's wisecracks. Their varied and uncomplimentary allusions were stock laugh material, and the audiences reveled in them.

To those who could afford it, however, the community was the source of another kind of entertainment. Shortly after the earthquake, John W. Marchbanks, a gambler with a fortune accumulated in the Yukon, moved into Daly City and set up a plush casino. Marchbanks was a master at public relations and politics and became a towering influence in the community. Marchbanks knew that heavy losses by the local citizenry at the games of chance he operated could turn the tide of public opinion against him, and from the very first he excluded Daly City residents from his casinos.

Marchbanks owned a local newspaper and was a potent force in local government and in the politics of San Mateo County. He generously and “anonymously” extended aid to the needy families of the community and until his death shortly after World War II he was an “easy mark” for people seeking funds for civic projects. Aside from the “old timers” who remember him, the name Marchbanks is connected to the community by little more than an eight and one-half acre park.

Shortly after World War II, the western portion of Daly City underwent extensive development. A large area was developed for homes and apartments centered around a large shopping center. The Boom was on and by 1955 the population had reached 30,506 — a 30 per cent growth in two years. Today, it exceeds 68,000, over twice as much as the 1955 figure. Daly City’s new subdivisions multiplied at an extraordinary rate in all directions. Total land area expanded from 811 acres to 4316 acres at the end of 1970.

With the beginning of this phenomenal growth there came a change in attitude. Daly City moved from an era of reckless ribaldry to one of responsibility and progress. In 1955 Daly City adopted the Council-Manager form of government and launched an aggressive program of public improvement based on long range planning. To accommodate the growing population, new schools were built and in keeping with the new and progressive attitude of the City, revolutionary designs were employed that attracted national attention.



In 1963 the first inhabited annexation to Daly City was completed adding 382 acres of property and approximately 3,000 persons to the population. Known as Bayshore Annexation, the boundaries of the City now extend to Bayshore Boulevard – almost to the shores of San Francisco Bay and the Pacific Ocean in the West. Included in the Bayshore Annexation was the Cow Palace, the facility of the State of California known officially as Agricultural District 1-A. This same year saw the 986 acre Christen Dairy Ranch annexed and this area now includes a 75 acre regional shopping center.

With continued growth and expanding need for municipal services, a Committee was formed to study the requirements for a new administration facility for City offices. A site encompassing approximately 4.084 acres was selected in the geographical center of the City. After careful consideration, the nonprofit corporation lease purchase method was chosen for financing the project. The three and one-half million dollar Civic Center, dedicated on May 20, 1967, is an imposing neo-gothic structure, consisting of the intersection of three square buildings resting on an earth mound in such a way to create maximum number of first floor entrances. A facility with beauty, yet functional, and minimum maintenance costs.

A long needed hospital was dedicated in 1964. The Southern Freeway was completed between Orizaba Avenue in San Francisco and the South City limits at South San Francisco. Mary's Help Hospital stands on a hill above the new freeway as a beacon overlooking the City and the new regional shopping center, all evidence of a City with forward-looking officials.

To meet the recreational needs of young people, the City operates a yearly summer fun and educational program in schools and parks and maintains and operates 18 parks and playgrounds on an all year basis. The summer program is coordinated with the five local school districts and is administered and conducted by the City. Combining resources provides an outstanding program and is an example of fine City-School cooperation.

In 1966, the City applied to the State Office of Planning for a Federal "701 grant" to help finance preparation of a general plan and an implementation program including a capital improvement program. A special census was conducted and the analysis of the results was published in a report. The General Plan was adopted and constitutes the City's official development policy and all planning decisions should be based on it. This plan formed the basis for the establishment of a Redevelopment Agency in December, 1971, to examine ways to rebuild the "CENTERCITY" area surrounding the Bay Area Rapid Transit (BART) Station.

## SECTION II

# PART II YOUR CITY GOVERNMENT

Since 1955 the City of Daly City has operated under the Council-Manager form of municipal government. Under this form of government the people elect five of their fellow citizens to the City Council for overlapping terms of four years. The Council in turn selects one of its members to serve as mayor. He presides at council meetings and has vote on the Council, the same as the other four members. The City Council (which meets at 8 p.m. on the second and fourth Mondays of each month) is the legislative body and makes all policy determinations for the city through the enactment of ordinances and resolutions. This body also determines how the city will obtain and spend its funds, appoints all members of all Advisory Boards and Commissions, and carries out a great variety of other municipal responsibilities.

## **THE CITY CLERK**

The City Clerk is elected to office for a term of four years and is responsible for the care and custody of the Seal of the City and of all official records and documents of the City. The City Clerk, as Secretary to the Council, is required by law to keep an accurate record, duly attested, of all meetings of the City Council. She administers all municipal elections, assists veterans in filing their claims for tax exemption, is a Registrar of Voters, and performs all duties prescribed in the Government Code of the State of California.

## **THE CITY TREASURER**

The City Treasurer is elected for a term of four years. The principal responsibilities of this office involve overseeing the use of city funds, the retirement of the city's bonded indebtedness, and the management of city investments.

## **PERSONNEL**

The City Council appoints a City Manager to act as chief administrative officer to the city. It is his responsibility to carry out programs of the Council, to recommend and submit to the Council an annual budget, to insure the proper functioning of all departments in the city, and to purchase all supplies for the city government. The City Manager must see that all laws and ordinances of the city are properly enforced, must give instructions to the various department heads in order to carry out the directions of the City Council, and must recommend to the Council any program of action that he deems necessary for the betterment of the city.



The City Manager assumes the responsibilities of the Director of Civil Defense.

X405 The City Manager also assumes the direction of the Personnel Department. According to Ordinance 405 he shall have the power to “appoint, remove, demote, or transfer any and all officers and employees of the City of Daly City except the City Clerk, the City Treasurer and City Attorney” and where legally permissible, “to consolidate and combine offices, positions, departments, and units under his jurisdiction” with the consent of the City Council.

The Personnel Department is responsible for the administration of Rules and Regulations of the Classified Service, for the preparation and administration of examinations, and for maintaining all official personnel records. The Secretary of the Department is responsible for keeping an accurate record of all meetings and activities of the Personnel Board, as well as all communications directed to that body.

## **ADVISORY BOARDS AND COMMISSIONS**

### **Planning Commission**

The Planning Commission consists of five members appointed by the City Council and is responsible for the preparation of recommendations to the City Council of long-range plans for physical development of the city and detailed plans for the effectuation of the long-range plans. It also hears requests for changes and modification of these plans. This commission conducts public hearings on applications for variances and exceptions to zoning ordinances and use permits.

### **Personnel Board**

The Personnel Board consists of five members appointed by the City Council. Board members serve

overlapping terms of six years each. The Board has the privilege of overseeing the personnel system which is organized to place municipal employment on a merit basis so that the best qualified persons available are brought into the service of the city. The commission is a reviewing authority on all personnel matters and acts in an advisory role to the City Council and the City Manager. All personnel appeals and other such matters are heard by the Board, and its decisions are submitted to either the City Manager or the City Council.

### **Recreation Commission**

The Recreation Commission serves as a lay advisory body to the City Council and to the heads of the departments involved in matters pertaining to the improvement of the City's program and facilities relating to recreation and leisure time. The Commission is appointed by the City Council and consists of five members.

### **Board of Trustees of The Daly City Public Library**

The Board of Trustees of the Daly City Public Library consists of five citizens appointed by the City Council to assist in supervisory and administrative capacities on matters pertaining to library policies.

## **CITY DEPARTMENTS**

### **The City Attorney**

The City Attorney is appointed by the City Council and acts as legal advisor to the City Council, the City Manager, and to the various departments. Under direction of the Council the attorney prepares all resolutions, ordinances and amendments for review and adoption by the Council. He also represents the City in all litigation in which it is involved and in appearances before other legislative bodies.

## **Department of Finance**

The Finance Department assists in preparing the annual budget, maintains accounting systems for each of the city's departments, and audits all bills, invoices, and payroll before payment by the City. In addition, the department develops cost reports for all departments and is responsible for all water billing, issuing of business licenses within the city, and the payment of all commercial bills. The Finance Department carries out the City's purchasing activities under the direction of the City Manager; and the department's Central Services Division is responsible for stores and inventory control, mail handling, parking meter maintenance, and printing. The department also runs the City's motor Vehicle Division which administers the municipal garage.

## **Municipal Garage**

The Municipal Garage is responsible for the maintenance of all City vehicles and mechanical equipment, including diesel engines, fire trucks, sweepers, hydraulic equipment, pumps, cranes, and a variety of other equipment.

## **Police Department**

The Police Department is responsible for law enforcement and crime prevention within our City. The department is well trained and entirely motorized. Radio equipment makes it possible for patrol cars in any district to be notified immediately of any emergency situations, and they handle them accordingly. Among the responsibilities of the Police Department are the handling of juvenile cases, maintenance of the central records bureau, the City Jail, accident investigations, traffic enforcement, patrol activities, criminal investigations, the providing of school crossing guards, and related law enforcement activities. In addition, the Police Department is responsible for the City's central communication system.

## **Fire Department**

Daly City has five fire stations located throughout the City so as to provide complete fire protection for commercial and residential property. In addition to its important responsibilities for fire fighting, the fire department spends considerable time on fire prevention activities and operates an emergency rescue service.

## **Recreation, Parks and Maintenance Department**

The Recreation Department, which is housed in the War Memorial Building, is responsible for all recreational activities in the City. The department organizes, promotes, and conducts a great many recreational activities for children, teen-agers, adults and senior citizens. During the summer and after school the department directs the joint municipal-school recreation program on several school grounds and at city parks.

### **Parks Division**

The Parks Division is responsible for landscaping and maintenance of all city parks, planting and landscaping the city streets, and the maintenance and landscaping of grounds related to city owned buildings.

### **Maintenance Section**

The Maintenance Section stripes and maintains the City's miles of street center line, curb markings, and pedestrian crosswalks. In addition, the section is responsible for the maintenance and repair of the City's buildings and park structures.



## **Library**

The Library administers the cultural, educational, and leisure-time needs of the City in the main library in Westlake, the branch library located on Mission Street, and the third situated in the Bayshore area. The library boasts an excellent collection of fiction, non-fiction, and reference books. The library also maintains a periodical section and a separate Children's Division. City employees and residents of Daly City may use the services of the library free of charge.

## **PUBLIC WORKS DEPARTMENT**

The Public Works Department encompasses several functions vital to the needs of the City. Under the jurisdiction of the Public Works Department are the Streets Division, the Water Division, Engineering Section, and Building Inspection.

### **Engineering Section**

The Engineering Division is a service organization to other departments within the Department of Public Works and, in addition to this, prepares plans and specifications for facilities such as water works, streets, City buildings, and parks. Studies are made in connection with traffic, subdivision control, planning, and various reports required by the Federal and State governments.

All improvement plans for every area in the City are filed in the Engineering Division. This division plan-checks specifications and plans for all proposed subdivisions within the City as well as the structural aspects confronting the Building Inspection Division.

Various Maps, including the official zoning map, water maps, storm sewer maps, and traffic volume maps, are maintained by this department — a function which never seems to be idle in a growing community such as Daly City. All deeds, annexations, and land descriptions are checked for accuracy.

### **Street Division**

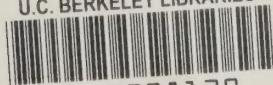
Among the activities of the Street Division are the resurfacing, patching and minor reconstruction of city streets, the maintenance of sidewalks, curbs, and gutters, the installation and maintenance of storm drains and catch basins, and construction of other paved facilities and other related functions.

### **Water Division**

The City operates its own water system, which incidentally is self-supporting from its own revenues. Locally-produced water from wells is treated to remove suspended sand and then chlorinated. The water is pumped to six different pressure zones necessitated by the irregular topography of the City. The water system has well over 100 miles of water mains and a storage capability of over 10,000,000 gallons to supply an average daily demand of over 8,000,000 gallons.

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